

CV

CURRICULUM VITAE

MUHAMMAD ANIS ANSARI (Alias: AMAN)

CORE COMPETENCIES : Meticulous, results-oriented Copy Editor Cum Book Author equipped with experience in managing the **multiple tasks** and meeting the **deadlines**. As he believes in “**Education is not merely the acquisition of INFORMATION or SKILLS But TRANSFORMATION of INFORMATION into KNOWLEDGE and KNOWLEDGE into WISDOM**” as the matter of fact, he does **possess** the superior Copy Editing and Proofreading enhanced CAPABILITIES, with successful **completion** of numerous PROJECTS for a major On and Offline EDITING SERVICE and a public policy Magazine, Journal and finally in Books.

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PROFESSIONAL PROFILE

I am currently serving as A Senior Copy Editor cum Book Author **online based** and parted from this I do work as an **Associate Professor** in different Management Institutions in Lucknow and out- side the Lucknow City (India). I have close to **10 years** of Experience in Education-Industry-Focused-Teaching, Research, Book Reviewing and Writing, Copy Editing and conducting the different Training Programs.

Serching for the **Secured, Reliable, Challenging** and **Responsible** POSITION as a COPY EDITOR or BOOK AUTHOR which will give me the chance to use my Educational Background and the Skill-Sets with Updated Experience I have achieved so far, in the WORKPLACE to provide the spontaneous OUTSTANDING Communication, Critical Thinking, Organization, Research, most importantly **the WRITING SKILLS**. In addition to this, I am also having the capability of performing the ADMINISTRATIVE TASKS as well in the OFFICE. I would love to handle and align myself with a **Book Publishing-Organization** that will make the MAXIMUM use of my EXPERTISE, in case of drafting the **Administrative Documents**, such as CASES, PLEADINGS, and the employee CONTRACTS, utilizing my expertise even to assist LAWYERS with maintaining files, documents, and conducting legal research, while being a **productive asset** to the company are just a few of my PRIMARY OBJECTIVES.



DR. AMAN

(MOHD. ANIS ANSARI)

Elite Class PDP Faculty

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ADDRESS

MOHD. ANIS ANSARI
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HARDOI HIGHWAY
LUCKNOW-(U.P.)

EDUCATION

HIGHEST QUALIFICATION
PH.D. IN
COMPUTER SCIENCE
& ENGINEERING
FROM
UNIVERSITY OF SHEFFIELD
UNITED KINGDOM
IN
1998 – 2001

BASIC EDUCATION

NAME OF INSTITUTION	QUALIFICATION	IN THE YEAR	REMARKS
H.S. SCHOOL BALAPUR District : Ghazipur (U.P.) India	High School Examination OR (Matriculation)	1989	SCORED 1 st Division
S. M. N. INTER COLLEGE MACHHATI - Ghazipur (U.P.) India	Higher Secondary Examination OR Intermediate Examination	1991	SCORED 2 nd Division

IMPORTANT NOTE: After completing the Examination, travelled to abroad...

HIGHER EDUCATION

NAME OF INSTITUTION	QUALIFICATION	IN THE YEAR	REMARKS
University Of Sheffield United Kingdom (U.K.)	REGULAR MODE 03 YEARS - B. Sc. (Bachelor of Science) in Computer Science	1991 -1993 (91 & 92 & 93)	SCORED First Grade
University Of Sheffield United Kingdom (U.K.)	REGULAR MODE 02 YEARS - M. COMP. (Master of Computing) in Computer Science	1994 -1995 (94 & 95)	SCORED First Grade
University Of Sheffield United Kingdom (U.K.)	REGULAR MODE 04 YEARS - PH. D. (Doctor of Philosophy) in Computer Science With the Title of "Animation Engineering & Technology"	1998 -2001 (98 & 99 & 2000 & 2001)	SCORED First Grade

HIGHER EDUCATION IN ENGLISH LANGUAGE

NAME OF INSTITUTION	QUALIFICATION	IN THE YEAR	REMARKS
University Of Cambridge ESOL Examinations (English for speakers of other languages From United Kingdom (U.K.)	REGULAR MODE LEVEL-1 Certificate in English (ESOL) FCE (First Certificate in English)	JUNE - 1999 (LEWES)	SCORED Pass Grade - C
	REGULAR MODE LEVEL-5 Certificate in Teaching English to Speakers of other Languages (CELTA) QCF	JUNE - 2000 (UB228)	SCORED Pass Grade - A
	REGULAR MODE LEVEL- 7 Diploma in Teaching English to Speakers of other Languages (DELTA)	JUNE - 2001 (DX089)	SCORED Pass

TECHNICAL SKILL-SETS

COMPUTER HARDWARE

- Implementation knowledge of the Compaq Server, IBM Server, HP Server, Gateway Server building custom PC's, Netscreen Firewall, Cisco Routers, Hub, Switches, Voicemail, Phone Switches.

OPERATING SYSTEMS

- Windows NT 4.0, 2000 and XP both : (WorkStation & Server)
- Windows 98 and Vista : (on Professional Level)
- Windows 7 (All Versions) : (on Professional Level)
- Windows 10 (All Versions) : (on Professional Level)
- Novell 4 x & 5 x : (on Professional Level)

MANAGEABLE SKILLS WITH...

- LINUX both : (WorkStation & Server)
- APPLE MAC OS X : (on Professional Level)

APPLICATIONA PACKAGES

- Microsoft Office Suite (Enterprise Edition)
(97, 2000, XP, 2003 Versions) : (on Professional Level)

ADOBE, AUTODESK 3D APPLICATIONS & COREL X17... SKILL-SETS IN-DEPTH WORKING KNOWLEDGE ON DIRECTOR LEVEL

ADOBE PRODUCTS

- AFTER EFFECTS CS6 & CC
- FLASH CS6 & CC
- PHOTOSHOP CS 6 & CC

AUTODESK PRODUCTS

- 3Ds Max 2017 and : (onwards versions)
- MAYA 2017 and : (onwards versions)
- Revit 2017 and : (onwards versions)

COREL PRODUCTS

- COREL DRAW X-17 and : (onwards versions)
- COREL PAINT X-17 and : (onwards versions)

IMPORTANT NOTE: IN-DEPTH knowledge of Scripting in (Java Script and Flash 3.0). Worked as an **Audio-Visual** Academic and Non-academic **Content Production Director**, with the **TEAM** of **10** SUPPORTING STAFFS and **made** the **PROJECT** successful under the given **Deadline Dates**.

ABROAD (**KSA**) – JOB EXPERIENCE - TIMELINE

NAME OF ORGANIZATION	JOB TITLE	IN THE	REMARKS
DR. FAKHRY & AL-MOUHAWIS HOSPITAL AL-KHOBAR - DAMMAM (EASTERN PROVINCE) SAUDI ARABIA (KSA)	- ON ROLLED - FULL TIME I. T. & EDP TRAINING MANAGER	2001 - 2003 (03 - YEARS)	- HARDWAORKING - DILIGENT - HONEST - SUPPORTINGTO OTHER STAFFS

JOB RESPONSIBILITIES

- Reporting to the VP of **FINANCE** and held responsible for all the Medical and Non-medical Computer Systems.
- Budgeting the overall FINANCIAL ACCOUNTS for the I.T. Department in **0.5 Million** of Saudi Riyal Annually.
- Overseen more than **12 staffs**, consisting of Helpdesk, operation analyst, and the network administrator to support more than **150 staffs** all over the hospital.
- Established a COMPUTER DEPARTMENT and implemented the Medical Software that was fully connected with other Departments of the Hospital in order to OVERSEEING The Daily Report of **Financial Transactions**, Patient Records, Doctors Attendance & Report Materialization, etc.

ABROAD (**KSA**) - JOB EXPERIENCE – GETTING PROMOTION TO HIGHER **DESIGNATION** - TIMELINE

NAME OF ORGANIZATION	JOB TITLE	IN THE	REMARKS
DR. FAKHRY & AL-MOUHAWIS HOSPITAL AL-KHOBAR - DAMMAM (EASTERN PROVINCE) SAUDI ARABIA (KSA)	- ON ROLLED - FULL TIME STAFFS SKILLS TRAINING MANAGER	2003 - 2004 (01 - YEAR)	- KNOWLEDGEFUL - DILIGENT - HONEST - SUPPORTINGTO OTHER STAFFS (Hospital wide)

JOB RESPONSIBILITIES

- MADE a survey of staffs training Need and Analysis hospital wide.
- Conducted the Staffs Training Programs for Management Communication, Presentation-Skills, Business Writings, Cross cultural Communication skills, Health Communication skills.
- Workshop Designed and Executed for the Staffs Training PROGRAM hospital wide.
 - 1) Technical Communication Training.
 - 2) Spoken English Workshop
 - 3) Soft skills Training.
 - 4) Staffs Behavioral Understanding.
 - 5) Team Building Training.
 - 6) Time Management Techniques.
- Provided the Full length Training of above mentioned WORKSHOPS in which the Communication Skills/ Soft Skills and Management Technique were covered to the **Internal Staffs** those who were working in different DEPARTMENTS of the Hospital.

ABROAD (USA) – 1ST ONLINE JOB EXPERIENCE TIMELINE

NAME OF ORGANIZATION	JOB TITLE	IN THE YEAR	REMARKS
FUTURE MAGAZINE INC. Palm Springs LIFE, California - 92262 USA	- ONLINE PART TIME COPY EDITOR (Possesses superior editing and proofreading capabilities).	2004 - 2006 (03 - YEARS)	- KNOWLEDGEFUL - DILIGENT - HONEST - SUPPORTING TO OTHER STAFFS OF ORGANIZATION

JOB RESPONSIBILITIES

BEING ON THE PART TIME **Active Team Member** led the work of...

- Copy Editing
- Proof-read layouting
- Good level knowledge of Associated Press (AP) style
- Ability to work from any location at any time.
- Participated in Editorial Online Members Meetings.

ABROAD (USA) – 2ND ONLINE JOB EXPERIENCE TIMELINE

NAME OF ORGANIZATION	JOB TITLE	IN THE YEAR	REMARKS
DEMAND STUDIOS (THINK MEDIA STUDIO) Cleveland, (OH) USA	- ONLINE PART TIME COPY EDITOR (Possesses superior editing and proofreading capabilities).	2006 - 2007 (01 - YEAR)	- KNOWLEDGEFUL - DILIGENT - HONEST - SUPPORTING TO OTHER STAFFS OF ORGANIZATION

JOB RESPONSIBILITIES

BEING ON THE PART TIME **Active Team Member** led the work of...

- Developed the ADVERTISING MEDIA RESOURCES or MATERIAL and COPY in coordination with ART department.
- Provided technical assistance via Word and Acrobat to art DEPARTMENT.
- Monitored and edited BASE copies in accordance with all guidelines and requirements.
- Proofread and evaluated all art department copy.
- Led the responsibility of Completion of the assigned CLIENTS work on, or even ahead of the stated SCHEDULE.
- Thorough knowledge of Content Management System on different OS.
- Ensured the Final Version Copy compliance for the REGULATORY TEAM as per the Standard.

ABROAD (USA) – 3RD ONLINE JOB EXPERIENCE TIMELINE

NAME OF ORGANIZATION	JOB TITLE	IN THE YEAR	REMARKS
MARKFIELD ENTERTAINMENT INC. Cleveland, (OH) USA	- FREELANCE BASED Sr. COPY EDITOR (Possesses theSupervising Editing, Proofreading and Layouting Capabilities).	2007 - 2011 (05 - YEARS)	- KNOWLEDGEFUL - EXPERIENCED - HONEST - SUPPORTINGTO OTHER STAFFS OF ORGANIZATION

JOB RESPONSIBILITIES

BEING ON THE PART TIME **Active Team Member** led the work of...

- Reviewed and edited all in-house agency written projects.
- Proofread copy for proper grammar and usage.
- Reviewed final versions of corporate ads educational brochures billboard ads and full-page prints.
- Provided regular project updates in coordination with creative director.

ABROAD (USA) – 4TH ONLINE JOB EXPERIENCE TIMELINE

NAME OF ORGANIZATION	JOB TITLE	IN THE YEAR	REMARKS
CIGNA - NASHVILLE Nashville, (TN) USA	- online FREELANCE ASSIT / ASSOCIATE DIRRECTOR (Possesses theSupervising Editing, Proofreading and Layouting Capabilities).	2011 - 2013 (03 - YEARS)	- KNOWLEDGEFUL - HIGHLY EXPERIENCED - SKILLED & HONEST - SUPPORTINGTO OTHER STAFFS OF ORGANIZATION

ABOUT CIGNA

CIGNA Solutions was looking for a highly skilled (AD) Associate Director to lead a growing team of **copyeditors**. This person must have a great attitude, excellent communication skills, a ridiculously high work ethic, and the ability to lead well.

Their **Content Development Team** writes and edits everything that goes out of the company, and they were looking for someone to write POLICY and GUIDELINES as suggested by the Top Management to LEAD the TEAM that would EDIT all of that content!

The Associate Director of copyediting will be responsible for leading the copyeditors, helping them prioritize their work, grow in their discipline, and communicate well with all of our BUSINESS UNITS. The associate director will also be a strong TACTICAL PLAYER, editing content and reviewing the edits of new and growing editors.

JOB RESPONSIBILITIES

BEING ON THE PART TIME **Active Team Member** led the work of...

- Professional did the EDITING work.
- Highly skilled in COPYEDITING with the better familiarity level of AP Stylebook (AP) and The Chicago Manual of Style (CMS) and had provided a thorough, detailed review of all the Content works.
- Held responsible for finalizing the CONTENT WORK, that is to be **error-free** in regards to AP, CMS, CIGNA Solutions STYLE GUIDELINES, typographical errors, GRAMMATICAL ACCURACY, and easy readability.

INDIA & ABROAD – 5TH ON/OFFLINE **JOB** EXPERIENCE

NAME OF ORGANIZATION	JOB TITLE	IN THE YEAR	REMARKS
WITH DIFFERENT CLIENTAL COMPANIES DIRECT 'N' INDIRECT WORK INDIA & ABROAD	- online FREELANCE ASSOCIATE DIRRECTOR (Possesses the Supervising Editing, Proofreading and Layouting Capabilities).	2013 - CUR (06 - YEARS)	- KNOWLEDGEFUL - HIGHLY EXPERIENCED - SKILLED & HONEST - SUPPORTING TO OTHER STAFFS OF ORGANIZATION

HIGHER LEVEL PROFESSIONAL EXPERTISE

- Interviewing, hiring, critiquing, reviewing, correcting, and training team members.
- Got the opportunity to setting the standards for EDITING as a discipline and best practices in editing.
- Created a professional or office use PROTOCOL in order to properly maintaining the HOUSE STYLE guide.
- Speaking into TEAM MEMBERS' PROJECT ASSIGNMENTS based on **bandwidth, skill level required**, and THE **subject matter expertise**.
- Answering the QUESTIONS and removing ROADBLOCKS that prevent team members from doing their work well.
- Working with EDITING TEAM and PROJECT MANAGERS to refine the WORK FLOW and PROCESSES.
- Forecasting TEAM NEEDS and communicating those needs to BUSINESS UNITS to help plan FUTURE HIRES.

HIGHER LEVEL TACTICAL LEADERSHIP

Set the bar for TACTICAL EXECUTION through their own work and by ensuring team members EDITING quality, substantive, consumable content that educates, empowers, and encourages the readers. A few but most specific DUTIES include

- Editing technically high end CONTENT such as (**blog posts, articles, newsletters, emails, ads, curriculum, social posts, etc.**)
- Reviewing team members' edits and coaching them as needed

REVIEWS OF BOOKS

NAME OF BOOKS	AUTHOR	PUBLISHER
THE STRATEGIC HUMAN RESOURCE MANAGEMENT No of pages: 796	DR. Tanuja Agarwal,	Oxford University Press Publication INDIA
EMOTIONAL INTELLIGENCE: MYTH OR REALITY	Dr Mousumi Bhattacharya and Dr Nilanjan Sengupta	Excel Publications INDIA

REVIEWS OF RESEARCH PAPERS

- **Research Paper Reviews for Computer Technology of 21st century, the Journal of ..**
 - 1) (SSGI) Sri Sharda Group Of Institutions, Lucknow-Vol 1, No.2(2009), 213-215
 - 2) (SMS) School Of Management Sciences, Lucknow, Vol 6, No.3(2010), 200-31
 - 3) (WLCI) Wigan & Leigh College of India, Lucknow, Vol 3, No.7(2010), 113-211
- **Research Paper Reviews for Publications such as the following ...**
 - 1) Emerald Publishing Limited, Howard House, Wagon Lane, United Kingdom.
 - 2) Sage Publication India Pvt. Ltd.
 - 3) Inderscience Publisher
- **Research Paper Reviews for Computer Technology of 21st century, the Journal of ...**
 - 1) "The Cosmopolitan Imaginings of Self-realization : For Youth and Social Networking on a Global Level." (With Hull, G. A., Stornaiuolo, A.) In FisherKeller, J. (2010). International perspectives on youth media. New York: Peter Lang Publishing.
 - 2) "Building circles of mutuality: A socio-cultural analysis of literacy in a rural classroom in India." (2004). University of California, Berkeley.
 - 3) "The Composing Resources." (with Miller, P. J.). In the Children Cultures, Schooling, and Literacy Upbringing: Global Perspectives on Composing Unique Lives, 133. (2016).

CURRENT WORKING PAPERS

- 1) Information Technology IX and X as per CBSE Vocational Secondary Syllabus (Code No. 402)
- 2) Information & Communication Technology IX and X as per CBSE Vocational Secondary Syllabus (Code No. 166)
- 3) Working Paper Series: WPS / 2014-15/01. A NEW COMPREHENSIVE GRAMMAR OF ENGLISH LANGUAGE The Effects of Provider's Communication Skills and the Mediating Role of Consultation Length.
- 4) Working Paper Series: WPS / 20012-2013/1.A Socio-technical Viewpoint on COMPUTER MEDIATED COMMUNICATION: comparison of GOVERNMENT and NON-GOVERNMENT sectors in India.
- 5) Working Paper Series: 2009/10. THE COMPUTER MEDIATED COMMUNICATION: Impact of Media Choice, Media Frequency and Familiarity on Exchange Quality.
- 6) Working Paper Series: 2013/15-20. Information Exchange and Task Media Interactions in a Computer-supported Cooperative Work Environment
- 7) THE BOOSTING DOSE COMMUNICATION for Management and Engineering Students



MEMBERSHIP ASSOCIATION

Association of Business Communication, Virginia, USA (an international, interdisciplinary organization committed to advancing business communication research, education, and practice)



ACHIEVEMENT RECORDS

- Earned a **PUBLICATION AWARD** in 2012-2013 for publication in Journal of Creative Business / Technical Communication.
- Certificate of Training in Communication and Presentation skills from the **SCHOOL OF MANAGEMENT SCIENCE**, Chandsari , Gosainganj – Lucknow
- Invited as a **COMMUNICATION EXPERT** on formulating a portfolio on a social awareness campaign under the **AEGIS** of Centre for **Adult Continuing Education & Extension**, organized by PERC, University of Lucknow, September 2012).
- Invited as a **I.T. & COMMUNICATION EXPERT** on formulating a **WORKSHOP** on a social awareness campaign for **eGovernance** under the (UPELC) **U.P. ELECTRONICS** of Centre for Government Staffs, continuing Education and Trainings organized by UPELC, Hazrat Ganj Lucknow in the year of 2014.



CLOSING STATEMENT

- I WOULD welcome a PERSONAL INTERVIEW at your convenience to tell you more about my QUALIFICATIONS, as well as what I can do for your ORGANIZATION as you have gone through with my **Professional achievements** in this **C.V.** I therefore, look forward to speaking with you, as earliest as possible.

